



Confirmation Services™ - Electronic Option Application Checklist

✓	Completion Date	Description
<input type="checkbox"/>	_____	1. Obtain a D-U-N-S® number by contacting Dun & Bradstreet at (800) 333-0505, or by accessing their website at www.dnb.com . Call technical support (877) 264-9693, Option 1, for Assistance.
<input type="checkbox"/>	_____	2. If applicable, obtain a listing of Confirmation Services certified Vendors at www.usps.gov , keyword: "Certified Vendor List" (if purchasing shipping/manifesting system.)
<input type="checkbox"/>	_____	3. Complete PS Form 5051, <i>Confirmation Services Electronic Option Application</i> , and PS Form 1357-S, <i>Request for Computer Access</i> .
<input type="checkbox"/>	_____	4. Fax and mail completed PS Form 5051 and PS Form 1357-S to: PRODUCT INFORMATION REQUIREMENTS PRODUCT DEVELOPMENT UNITED STATES POSTAL SERVICE 1735 N LYNN ST RM 2036 ARLINGTON VA 22209-6029 Fax Number (703) 292-3938
<input type="checkbox"/>	_____	5. Receive Test Kit from the National Customer Support Center at (877) 264-9693, Option 3.
<input type="checkbox"/>	_____	6. Receive logon information from the Postal Service. Call Postal Service Technical Support at (877) 264-9693, Option 1, to receive password information. (If you are using Internet access, you will receive one password for mainframe; and if you are using a dial-up method, you will receive two passwords, one for mainframe and one for dial-up.)
<input type="checkbox"/>	_____	7. Create electronic test file with 100 test records.
<input type="checkbox"/>	_____	8. Print 20 test labels from each printer, if you are printing your own labels. Complete PS Form 5052, <i>Confirmation Services Printer Certification</i> , supplied in Publication 91, and mail along with the test labels to the address on the form.
<input type="checkbox"/>	_____	9. Call Postal Service Certification Support at (877) 264-9693, Option 3, to send the electronic file. If you are having a problem or need help transmitting the electronic file, Certification Support will conference in Communications Support.
<input type="checkbox"/>	_____	10. Receive PS Form 3152, <i>Confirmation Services Certification</i> , and an acceptance letter from the U.S. Postal Service.
<input type="checkbox"/>	_____	11. Provide your Postal facility, where you take your mail, with a copy of the signed PS Form 3152, which they will maintain on file. This form certifies that your company may begin mailing at the electronic rate using Confirmation Services.

Confirmation Services Support Line: (877) 264-9693

Option 1 Technical Support:
Arlington, VA
Hours: 8AM to 6PM (EST)

Assist with electronic file formats, e.g. Confirmation Services, such as Delivery and Signature Confirmation, Express Mail Manifesting, and Merchandise Return. Provide passwords.

Option 2 Connectivity Support:
Request Management Center
Raleigh, NC -- 24 hours

Direct Line (877) 245-1659. Communication problems transmitting an electronic file or connecting to the postal network.

Option 3 Certification Support:
Memphis, TN
Hours: 7:30AM to 5PM (CST)

Direct Line (800) 279-2651
Assistance with certification status transmitting test files, and label formatting.